

## Checklist for Evaluating Charter School Applications

| Statutory Cite |          | Components Necessary for Application to Comply with State Statute   | Yes<br>No<br>N/A | Contract Elements   | Yes No<br>N/A | Standards of Accountability | Consequences |
|----------------|----------|---|------------------|---|---------------|-----------------------------|--------------|
| 160.400        |          | <b>Charter Schools Defined</b>  |                  |   |               |                             |              |
|                | <b>1</b> | Independent, Public Schools   |                  |   |               |                             |              |
|                | <b>2</b> | <p>Operate in a Metropolitan or Urban School District of required size:</p> <p>Sponsored by: _____</p> <ul style="list-style-type: none"> <li>▪ School Board of Local District:</li> <li>▪ Public four-year college in district or in county adjacent to district:</li> <li>▪ Community College in district:</li> <li>▪ Private four-year college or university, located in a city not within a county, with approved teacher education program and enrollment of 1,000 students (St. Louis City School District only):</li> </ul> <p>_____</p> <ul style="list-style-type: none"> <li>▪ Is the proposed charter a “workplace charter”</li> </ul> |                  |   |               |                             |              |
|                | <b>3</b> | <p>Nonprofit Corp. established pursuant to chapter 355, RSMo.</p> <ul style="list-style-type: none"> <li>▪ Method of selecting officers pursuant to 355.326, RSMo.</li> <li>▪ Meeting of Governing Board subject to provisions of 610.010 to 610.030, RSMo., the open meetings law.</li> </ul>  |                  | <p>Application must include:</p> <ul style="list-style-type: none"> <li>▪ Process for selecting board members.</li> </ul> |               |                             |              |
|                | <b>4</b> | A charter may affiliate with a four-year college and/or university (public or private) for purposes of training and staff development, curriculum and assessment development, use of facilities or other purpose. Colleges and universities may not charge or accept a fee for the purpose of affiliation.  |                  |   |               |                             |              |

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|                | 5 | The charter document shall acknowledge that the Department of Elementary and Secondary Education shall retain 1.5 percent of the amount of state and local funding allocated to the charter school not to exceed \$125,000, per school, to be paid to the sponsor for purposes of the expenses associated with sponsorship.   |                  |                   |               |                             |              |
|                | 6 | <p>A charter shall not be granted by a sponsoring institution if:</p> <ul style="list-style-type: none"> <li>▪ An employee of the university, college or community college is a member of the board of directors</li> <li>▪ Criminal background check has not been conducted for the original incorporators of charter and/or school's governing board</li> <li>▪ Child abuse registry check has not been conducted for the original incorporators of charter and/or the school's governing board.</li> </ul> |                  |                   |               |                             |              |

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|  | 7 | <p>Governing boards of charter schools:</p> <ul style="list-style-type: none"> <li>▪ No member of a governing board shall hold any office or be employed by the charter board or school while serving as a member.</li> <li>▪ No member shall have any substantial interest (as defined by 105.450) in any entity employed by or contracting with the governing board of the charter school.</li> <li>▪ No board member may be an employee of a company that provides substantial services to the charter school.</li> <li>▪ Members of governing board are considered decision making public servants as defined in 105.450, RSMo., for purposes of financial disclosure</li> </ul> |  | <p>Application must include:</p> <ul style="list-style-type: none"> <li>▪ A list of current board members.</li> <li>▪ Resumes/vitas for individual board members.</li> <li>▪ Terms of board members.</li> <li>▪ Written duties and responsibilities of board.</li> <li>▪ Plan for compliance with appropriate provisions of the Open Meetings Law.</li> <li>▪ Provisions for providing training for board members meetings to be held.</li> </ul> |  | <p>Minutes from meetings and board member attendance to be submitted on an agreed upon schedule.</p> |  |
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|----------------|----|--|------------------|--|---------------|--|--------------|
| 160.405        |    | Proposed Charter- How Submitted, Requirements  |                  |  |               |  |              |
|                | 8  | Application submitted to: <ul style="list-style-type: none"> <li>School district in which charter to be located within 5 days of submission to potential sponsor (documentation must be submitted to the sponsor and Department to verify)</li> <li>State Board of Education within 5 days of submission by charter to potential sponsoring institution</li> </ul> |                  |  |               |  |              |
|                | 9  | Mission Statement  |                  |  |               |  |              |
|                | 10 | Description of Organizational Structure  |                  |  |               |  |              |
|                | 11 | Bylaws of the Governing Body   |                  |  |               |  |              |
|                | 12 | 3-year financial plan (to include provisions for the first three years of a new charter or in the case of a charter renewal the first three years of the new contract term and provisions for annual audit):   |                  | Revenues and expenditures detailed   |               | Provide the 3-year financial plan on annual basis      |              |
|                |    |  |                  | Revenues listed provide all logically expected amounts and how they have been calculated                   |               |  |              |
|                |    |  |                  | Effective and efficient fiscal management systems implemented that ensure accountability of school funds   |               |  |              |
|                |    |  |                  | Budget prepared in accordance with acceptable accounting procedures  |               | Provide the budget for new fiscal year on annual basis |              |
|                |    |  |                  | Cash reserve at the end of the fiscal year shall be sufficient to assure continued operation of the school |               |  |              |

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|----------------|----|--|------------|---|------------|--|--------------|
|                | 13 | Policy for securing personnel services   |            |   |            |  |              |
|                | 14 | Personnel policies   |            |   |            |  |              |
|                | 15 | Personnel qualifications   |            |   |            |  |              |
|                | 16 | Professional development plan  |            |   |            |  |              |
|                | 17 | Grade/Ages of students being served  |            |   |            |  |              |
|                | 18 | School's calendar of operations (for the first year of operation of a new charter or the renewal of an existing charter, including at least a full school term as defined in section 160.011 – 174 days and 1044 hours)  |            | Must demonstrate starting & ending date as well as other specifics as required by the School Core Data Collection System  |            |  |              |
|                | 19 | <p>An outline of the criteria to measure the effectiveness of the school to include:</p> <ul style="list-style-type: none"> <li>▪ Educational goals and objectives to be achieved by the charter school <b>(must be specific)</b></li> <li>▪ A description of the schools educational program including an overview of the proposed curriculum providing a rationale for the proposed offerings and what student outcomes would be expected</li> </ul> |            | <p>Applications for high school charters must comply with the minimum high school graduation requirements adopted by the State Board of Education.</p> <p>Applications must provide for instruction and assessment in the United States and Missouri Constitutions, American History and Institutions as required by section 170.011, RSMo.</p> <p>Must provide a course in personal finance as required by 5 CSR 50-345.300.</p> |            | <p>Application must contain a list of courses required for graduation.</p> <p>Documentation to be provided: Was the program offered? Test administered? Did students pass?</p> |              |

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|                | 20 | Term of charter: <ul style="list-style-type: none"> <li>5 years</li> <li>10 years</li> <li>Other</li> <li>Renewal Application</li> </ul> | _____<br>_____<br>_____<br>_____ |                   |                  |   |              |
|                | 21 | Description of pupil performance standards   |                                  | ▪ MAP             |                  | Must meet, on an annual basis, on or more of the MAP standards for the grade spans within the building, using the status and progress measures defined by the Missouri School Improvement Program (MSIP). |              |
|                |    |  |                                  | ▪ Reading         |                  | Must meet, on an annual basis, on or more of the MAP standards for the grade spans within the building, using the status and progress measures defined by the Missouri School Improvement Program (MSIP). |              |
|                |    |  |                                  | ▪ ACT             |                  | Must meet, on an annual basis, on or more of the MAP standards for the grade spans within the building, using the status and progress measures defined by the Missouri School Improvement Program (MSIP). |              |

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|                |  |   |                  | ▪ <b>Advanced Coursework</b>      |                  | Must meet, on an annual basis, on or more of the MAP standards for the grade spans within the building, using the status and progress measures defined by the Missouri School Improvement Program (MSIP). |              |
|                |  |   |                  | ▪ <b>Career Education Courses</b> |                  | Must meet, on an annual basis, on or more of the MAP standards for the grade spans within the building, using the status and progress measures defined by the Missouri School Improvement Program (MSIP). |              |
|                |  |   |                  | ▪ <b>Graduation Rate</b>          |                  | Must meet, on an annual basis, on or more of the MAP standards for the grade spans within the building, using the status and progress measures defined by the Missouri School Improvement Program (MSIP). |              |
|                |  |   |                  | ▪ <b>Attendance</b>               |                  | Must meet, on an annual basis, on or more of the MAP standards for the grade spans within the building, using the status and progress measures defined by the Missouri School Improvement Program (MSIP). |              |

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|                | 22 | Description of the Governance and Operation of Charter to include the nature and extent of the involvement of the following: <ul style="list-style-type: none"> <li>▪ Parental involvement</li> <li>▪ Professional educator involvement</li> <li>▪ Community involvement</li> </ul>  | _____<br>_____<br>_____ |                   |                  |                             |              |
|                | 23 | Description of student discipline policies   |                         |                   |                  |                             |              |
|                | 24 | Description of student admission policies to include a policy on assuring that enrolled students who are not resident in the district are eligible to attend the city district's schools under the terms of a judicial settlement <b>(St. Louis City School District only – re: L(266)99</b>   |                         |                   |                  |                             |              |
|                | 25 | Charter anticipates being classified by serving students identified at high risk as defined in this section: <ul style="list-style-type: none"> <li>▪ Actively recruit dropouts</li> <li>▪ Students who are one year behind in completion of course work or credits for graduation</li> <li>▪ Pregnant or parenting</li> <li>▪ Are homeless or have been homeless in past six months</li> <li>▪ Has limited English proficiency</li> <li>▪ Suspended from school three or more times</li> <li>▪ Eligible for free or reduced price lunch</li> <li>▪ Referred by school district for enrollment in alternative program</li> </ul> Sponsor has provided documentation that one-third of charters sponsored are serving high-risk students. |                         |                   |                  |                             |              |
|                | 26 | Nonsectarian in programs, admission policies, employment practices and all operations  |                         |                   |                  |                             |              |



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|                | 27 | <p>Comply with laws and regulations of the state, county or city relating to health and safety and state minimum education standards including:</p> <ul style="list-style-type: none"> <li>▪ Student discipline (160.261, RSMo., 167.161, RSMo., 167.164, RSMo., and 167.171 RSMo.)</li> <li>▪ Notification of criminal conduct to law enforcement authorities (167.115 RSMo. and 167.117, RSMo.)</li> <li>▪ Academic assessment (160.518, RSMo.)</li> <li>▪ Transmittal of school records (167.020, RSMo.)</li> <li>▪ Minimum school days and hours (160.041, RSMo.)</li> </ul> |                  | <p>But not limited to:</p> <p>Distribute a student code of conduct to students and parents.</p> <p>Provide a safe, protected and orderly instructional environment.</p> <p>Report drop-outs from school to the Missouri Literacy Hotline.</p> <p>Cumulative health and immunization records are maintained and regularly updated as required by law.</p> <p>School has a policy on the administration of medications, provisions for complying with statutes and regulations regarding infectious diseases, immunizations and child abuse reporting.</p> <p>Establish procedures for the provision of first aid and medical care, reports of students served and maintain emergency medical information for staff and students.</p> |                  |                             |              |

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|                   | 28 | Except as identified in charter school statute (160.400 to 160.420, RSMo.) be exempt from all laws and rules that relate to schools, governing boards and school districts. |                  |                      |               |                                |              |

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|  | 29 | <p>Be financially accountable:</p> <ul style="list-style-type: none"> <li>▪ Use practices consistent with the Missouri Financial Accounting Manual.</li> <li>▪ Provide for an annual audit by a certified public accountant.</li> <li>▪ Publish audit reports and annual financial reports as provided in chapter 165, RSMo (annual financial report may be published on DESE's website in addition to other publishing requirements).</li> <li>▪ Provide liability insurance to indemnify the school, board, staff and teachers. (A charter school shall be eligible for the Missouri public entity risk management fund pursuant to section 537.700, RSMo.)</li> <li>▪ For charter schools that receive local educational agency status, the school must meet the requirements outlined by DESE for audits of LEA's receiving federal money.</li> <li>▪ For purposes of an audit by petition under section 29.230, RSMo., a charter school shall be treated as a political subdivision on the same terms and conditions as the school district in which it is located.</li> <li>▪ The financial plan must include a repayment for any debt which is incurred or may be incurred by the charter's board of directors.</li> <li>▪ Provide (maintain) surety bond for chief financial officer at the amount required by the sponsor.</li> <li>▪ Identify process to track student attendance hours, eligibility for free or reduced price lunch, special education and Limited English Proficient</li> </ul> | <p>An audit report done according to acceptable governmental auditing procedures must be submitted annually</p> <p>Comply with the state and federal requirements for special education for students with disabilities, economically disadvantaged students, migratory children, students whose native language is other than English and homeless youth.</p> |  | <p>Postmarked annually by October 31 or December 31 if an extension is granted by the School Finance Section of DESE</p> | <p>Withhold funds described in 160.415 until the month following receipt of the report</p> <p>Withhold funds until compliance has been demonstrated</p> |
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|                | <b>30</b> | Provide a comprehensive program of instruction for at least one grade or age group (K-12) to include:  |            | Provide a comprehensive program of instruction for all grade levels served                              |            | Provide curriculum revision schedule                                 |              |
|                | <b>a.</b> | 1. Description of content in each subject area and course for at least one grade level or grade group  |            | Description of content in each subject area and course for all grade levels                             |            |  |              |
|                | <b>b.</b> | 2. List of specific, measurable objectives for each course for at least one grade level or grade group. These must be cross-referenced to the Show-Me Standards and the Grade Level Expectations (GLE's) |            |   |            |  |              |
|                | <b>c.</b> | 3. Description of the school's procedures for evaluating and revising its curriculum   |            | Description of the school's procedures for evaluating and revising its curriculum                       |            |  |              |
|                | <b>d.</b> | 4. General goals for completers for each subject area and course for at least one grade level or grade group   |            | General goals for completers for each subject area  |            |  |              |
|                | <b>e.</b> | 5. A rationale for each subject area and course for at least one grade level or grade group  |            | Local assessments and/or scoring guides to assure that course objectives are being met.                 |            |  |              |
|                |           |  |            | Shall not create a curriculum that would result in a school isolated by either ethnicity/culture/gender |            |  |              |
|                |           | <i>High School Charter Applications with a Career-Education focus must comply with the provisions on pages 16 and 17 of charter evaluation checklist.</i>  |            |   |            |  |              |
|                | <b>31</b> | Collect baseline data for at least the first three years of operation  |            |   |            |  |              |
|                | <b>32</b> | Extent applicable, participate in statewide system of assessments  |            | Local assessments and/or scoring guides are designed to assure course objectives are being met          |            | Description of how test results will be used and disseminated        |              |
|                |           |  |            |   |            | Identify name and position of person responsible for testing program |              |

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|                |    |   |                  |  |               | Policy statement on test security  |  |
|                | 33 | Provision for completing and distributing an annual report card (must include a statement that background checks have been completed for all board members)   |                  |  |               |  |  |
|                | 34 | Assure in connection with students with disabilities, compliance with state and federal regulations implementing the Individual with Disabilities Education Acts.<br><br>Application contents are consistent with state and federal regulations implementing IDEA.  |                  | Applicant must have building that is ADA and Code Compliant within 90 days of charter approval or charter contract becomes void. |               | Special education compliance shall be monitored pursuant to state and federal law by the Special Education Division and subject to the same monitoring standards required of local districts. Compliance violations shall be corrected within the time frames identified by the Division | Failure to correct compliance violations will subject the charter to loss of funding pursuant to state and federal regulations |
| 160.410        |    | Admission-  |                  |  |               |  |  |
|                | 35 | A charter school shall enroll: <ul style="list-style-type: none"> <li>▪ All pupils resident in the district in which it operates;</li> <li>▪ Non-resident pupils eligible to attend city's school under an urban voluntary transfer program (St. Louis City School District only);</li> <li>▪ In the case of a workplace charter, any child eligible to attend, who meet either of the two previous requirements, who submit a timely application, unless the number of applications exceeds the capacity of the program, grade level or building.</li> </ul> |                  |  |               |  |  |

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|                | 36 | <p>If capacity is insufficient to enroll all pupils who submit a timely application the charter school shall have an admissions process that must assure all applicants an equal chance of gaining admission; except that:</p> <ul style="list-style-type: none"> <li>▪ The charter may establish a geographical boundary for attendance provided that such boundaries do not result in racially or socioeconomically isolated schools.</li> <li>▪ May give preference to siblings, or to students whose parents are employed by the school (and meet the criteria of section 1. of this section), or in the case of a workplace charter a child whose parent is employed in the business district of business site of such school.</li> </ul> |                  |                   |               |                             |              |
|                | 37 | The charter school shall not limit admission based on: race, ethnicity, national origin, disability, gender, income level, English proficiency or athletic ability.  |                  |                   |               |                             |              |
|                | 38 | <p>A charter school shall make available and provide upon request:</p> <ul style="list-style-type: none"> <li>▪ The school's charter</li> <li>▪ The school's most recent report card published according to 160.522</li> <li>▪ The results of background checks of the charter school's board members</li> </ul> <p>The charter school may charge reasonable fees (for furnishing copies), not to exceed the rate specified in section 610.026, RSMo.</p>  |                  |                   |               |                             |              |

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| 160.415        |    | Distribution of state school aid to charter schools   |                  |                   |               |                             |              |
|                | 39 | May not charge tuition or impose fees that a school district is prohibited from imposing  |                  |                   |               |                             |              |
| 160.420        |    | Employment Provisions   |                  |                   |               |                             |              |
|                | 40 | <p>Charter school may employ noncertificated instructional personnel, not to exceed 20% of the full-time equivalent instructional personnel (subject to the appropriate provisions of NCLB).</p> <p>A foreign language immersion charter shall not be subject to the requirements of this section, but must ensure that those teachers hold valid credentials in the country where the teacher received their training and are subject to the remaining provisions of the section.</p> <p>Charter shall insure that all instructional staff (inclusive of the 20%) have experience, training and skills appropriate to their duties. This shall be determined by considering:</p> <ul style="list-style-type: none"> <li>▪ Teaching certificates issued by other states;</li> <li>▪ National Board Certification;</li> <li>▪ College degrees in appropriate field;</li> <li>▪ Evidence of technical training and competence where appropriate; and</li> </ul> |                  |                   |               |                             |              |

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|                |           | <ul style="list-style-type: none"> <li>The school's level of supervision and coordination with certificated staff</li> </ul>  |                  |  |               |  |              |
|                | <b>41</b> | Ensure that a criminal background check and child abuse registry check are conducted for each employee of the charter school prior to hiring that employee. Charter schools may not employ teachers whose certificate of license to teach has been revoked or is currently suspended by the State Board of Education. |                  | Provision for a criminal background check and a child abuse registry check conducted for each employee and board member on an annual basis |               | Required documentation check completed through Educator Conduct and Investigations |              |
|                | <b>42</b> | Personnel employed by the charter school shall participate in the retirement system in which the charter is located on the same terms, conditions and other requirements and provisions applicable to other personnel employed by the district, <b>except as provided in sections 169.270 and 169.410, RSMo</b>       |                  |  |               |  |              |



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|                | <b>43</b> | <u>Career Education Applications</u>   |                  | <u>Career Education</u>   |               |  |              |
|                | <b>a.</b> | Provide the rationale for the program/course. Include data from: community-based needs assessments, student interest surveys, advisory committee recommendations and needs identified by local business and industry/employment outlook.                 |                  | In addition to those items at left, schools seeking funding under the Carl D. Perkins Vocational and Technical Education Act must have the previously mentioned items <i>plus</i> : |               |  |              |
|                | <b>b.</b> | Include program goals and objectives in measurable terms.  |                  |   |               |  |              |
|                | <b>c.</b> | Include a list of the major units of instruction in the proposed program/course.   |                  | Affirmation that a local plan will be submitted and will adhere to all the rules and regulations of the act and will meet four core indicators:                                     |               |  |              |
|                | <b>d.</b> | Include the number of instructional contact hours, course sequence and grade levels (if applicable).   |                  | 1. Attainment of challenging academic, vocational and technical standards   |               |  |              |
|                | <b>e.</b> | Identify the major methods of instructional delivery (laboratory, classroom, project-based, problem based, etc.).  |                  | 2. Attainment of a secondary diploma or equivalency, skill certificate or postsecondary degree or credential  |               |  |              |
|                | <b>f.</b> | Identify the Career and Technical Student Organization and describe how it will be used to support curriculum, instruction and assessment.   |                  | 3. Placement in further education or training, employment or military service   |               |  |              |
|                | <b>g.</b> | Identify postsecondary partners and/or business/apprenticeship partners. Provide a brief summary of possible postsecondary articulation agreements/dual credit agreements and or partnership agreements to be put into place once course is operational. |                  | 4. Completion of programs for nontraditional training and employment  |               |  |              |
|                | <b>h.</b> | Identify and describe opportunities for assisting students in transitions to the workplace or continued education (i.e.: experiential education, cooperative   |                  | Application must contain either an assessment plan or a timeframe for completion of the plan and submission   |               | Names of assessments to be used at each grade level and the purposes for administering each test or assessment procedure |              |

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|  |    | education, internships, apprenticeships, etc).   |  | during the charters first six months of operation |  | The assessment plan should have a connection between assessments and pupil performance standards |  |
|  | i. | Identify the assessment plan to measure student progress including competency achievement.   |  |   |  |  |  |
|  | j. | Identify the plan for evaluating the effectiveness of the program. Include the evaluation instrument used, the method of evaluation and how the results will be utilized for program improvement. For secondary programs identify how program improvements will be incorporated into the districts CSIP. |  |   |  |  |  |

*Proposed charters are subject to the following requirements:*

- *A charter may be approved once the sponsor determines that the applicant is sufficiently qualified to operate the school.*
- *Approval or denial must be determined within 90 days of the charter being filed with sponsor.*
- *If the sponsor denies a proposed charter, it must notify the applicant in writing of its reasons for denial.*
- *Reasons for denial shall be forwarded to the State Board of Education within 5 days of denial.*
- *If a charter is denied by a sponsor it may be submitted to the State Board of Education for sponsorship along with written reasons for denial.*
- *If the State Board determines that the applicant meets the requirements of this section, is sufficiently qualified to operate a charter school and would be likely to provide educational benefit to the children of the district, the State Board **may** grant the charter and act as sponsor.*
- *The State Board shall review and make a determination within 60 days of receipt of the proposed charter whether to deny or grant the charter, provided that the application is submitted no later than March 1<sup>st</sup> of the year prior to the school year the charter school intends to begin operation.*
- *Applicant shall be notified in writing of reasons for denial.*